



| BOARD DIRECTIONAL POLICY | |
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| DIRECTIONAL POLICY TITLE | DIRECTIONAL POLICY NUMBER |
| Employee Relations | 500 |

Title of Directional Policy:

Employee Relations

Date Approved:

January 21, 2025

Projected Review Date:

2030

Policy:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNC Catholic) values the relationship with each employee as we strive together to support our vision for creating a culture of faith, hope and love to ensure equity and well-being. PVNC Catholic welcomes and appreciates the engagement, ideas, perspectives and contributions that come from our employees and their positive impact on student achievement and well-being. PVNC Catholic respects its duty to ensure public trust and confidence are maintained and enhanced through the actions and conduct of all its employees. PVNC Catholic will ensure that all employees act in the best interest of the students they serve as they conduct themselves and perform their duties with integrity and professionalism in light of our Catholic faith.

All people are created equal, in the image of God, each with inimitable characteristics deserving of dignity. PVNC Catholic acknowledges that the foundation of all Catholic Social Teaching is the inherent dignity of the human person, as created in the image and likeness of God. Discrimination and oppression are incompatible with Catholic moral principles and the Ontario Human Rights Code.

PVNC Catholic is committed to ensuring all employees are given equal opportunities, regardless of their background or identity, and that they are treated fairly in the workplace. The Board recognizes systemic inequities that operate through biases, discrimination and oppression – all of which function as barriers that students, employees, parents/guardians, caregivers and community groups experience. The Board is committed to achieving equitable and inclusive learning and working environments.

Purpose:

The purpose of the Employee Relations Policy is to create a shared understanding of the expectations the Board has with respect to employees' conduct in their professional and personal lives as it relates to public trust and confidence and how employees will be treated. Administrative Procedures that articulate the expectations and requirements the Board has of its employees are intended outcomes of this policy. The administrative procedures and practices that emerge from this policy will clearly identify the Board's requirements regarding conflicts of interest, election to public office, criminal offences, attendance support, reporting absences, disability management, acceptable uses of technology, performance management and other employee relations matters

Alignment with Multi-Year Strategic Plan:

The Healthy Schools and Workplaces Directional Policy supports the vision and mission to accompany our students as we strive for excellence in Catholic education under the Strategic Plan, Vision and Mission. In particular, this policy most directly relates to the following priorities:

- Valuing relationships to empower our students and staff as we work together to realize the great promise of Catholic Education;
- Maximizing resources to maintain public trust and ensure a fiscally responsible Catholic school system founded on equity, transparency, accountability, risk management and sustainable priorities;
- Nurturing mental health and well-being to create healthy environments in which we work, learn and teach, understanding that we have to be well in order to learn, to teach, to lead, to support and fulfill the demands of each of our roles.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Responsibilities:

The Board of Trustees is responsible for:

- Assigning responsibility to the Director of Education for operationalizing and managing the Employee Relations Policy and associated administrative procedures.
- Monitoring and holding the Director of Education accountable respecting the adherence, implementation and operational details of the Employee Relations Directional Policy.
- Establishing the parameters to which the implementation of the Employee Relations Directional Policy and resulting Administrative Procedures will apply.

The Director of Education is responsible for:

- Providing leadership regarding adherence, implementation and operational details in the Employee Relations Directional Policy and associated administrative procedures.
- Providing direction to staff in the development of administrative procedures and practices to ensure implementation of the Employee Relations Directional Policy.
- Aligning human and financial resources with the Board priorities and by demonstrating professionalism and accountability for high standards of practice in all Board operations.

Superintendent of Human Resources is responsible for:

- Working in collaboration with the senior team, managers, and all employee groups in the development of administrative procedures and practices to support the Employee Relations Policy.
- Ensuring all employees of the Board are aware of the Employee Relations Policy and where to access it and the relevant administrative procedures.
- Collaborating with Unions and/or Associations that represent employees of the Board so that all parties can understand the expectations outlined in the Employee Relations Policy and relevant administrative procedures.

Superintendents are responsible for:

- Providing leadership and support for principals/vice-principals, managers, administrative assistants, and all departmental staff in their knowledge, understanding, and implementation of the Employee Relations Policy.
- Working collaboratively with Human Resource Services to develop administrative procedures and practices that align with the Employee Relations Policy.

- Ensuring employees whom they supervise meet the requirements of the Employee Relations Policy and related administrative procedures.

Managers are responsible for:

- Providing leadership, management and support for the members of their department in their knowledge, understanding, and implementation of the Employee Relations Policy.
- Working collaboratively with Human Resource Services to develop administrative procedures that align with the Employee Relations Policy.
- Ensuring employees whom they supervise meet the requirements of the Employee Relations Policy and related administrative procedures.

Communications Services is responsible for:

- Working collaboratively with Human Resource Services to develop a system-wide communications plan focused on building knowledge and understanding with our various stakeholders on the Employee Relations Policy to support its effective implementation.

Principals are responsible for:

- Providing leadership, management and support for the members of their school communities in their knowledge, understanding, and implementation of the Employee Relations Policy.
- Ensuring employees whom they supervise meet the requirements of the Employee Relations Policy and related administrative procedures

All Employees are responsible for:

- Being proactive in building their knowledge and understanding of the Employee Relations Policy as it relates to their role with the PVNC Catholic District School Board.
- Adhering to the administrative procedures and practices that support the Employee Relations Policy.

Progress Indicators:

- All employees are aware of the Employee Relations Policy and the requirements of the related administrative procedures.
- Employees of the PVNC Catholic District School Board are following the defined expectations and acting with integrity and professionalism in light of our Catholic faith.
- Public confidence and trust is maintained and enhanced.

References:

- [PVNC Catholic District School Board Strategic Plan, Mission and Vision](#)
- [Education Act, RSO 1990, c. E.2](#)
- [DP 700 Equity and Inclusive Education](#)
- [Ontario Human Rights Code](#)